

Ministry of Education Circular No: 30/2023

My No: ED/04/59/07/04/04(2024)  
Ministry of Education  
Isurupaya  
Battaramulla  
10.07.2023

All Provincial Directors of Education  
All Zonal Directors of Education  
All Presidents of National Colleges of Education

**Annual Transfer Procedure of the Sri Lanka Teacher Educators' Service -2024**

As per the approval of the Public Service Commission, this transfer procedure will be implemented hereinafter for the Officers in the Sri Lanka Teacher Educators' Service serving in the National Colleges of Education, Teachers' Training Colleges, and Teachers' Centers. Accordingly, the transfer procedure is mentioned below.

- I. Annual Transfers
- II. Transfers on exigencies of service
- III. Transfers on disciplinary grounds
- IV. Mutual transfers at the requests of Public Officers.

**2. Particulars of the Officers who are subjected to Annual Transfers**

2.1 The Officers who are subject to Annual transfers from all the Officers presently serving in Grades I, II and III of the Sri Lanka Teacher Educators' Service (Including the President and the Vice President of National College of Education, and the Principal of Teacher Training Colleges)

(a) All the Officers who have completed a service period of 08 years or a service higher than that in a certain place of work are subjected to transfers even though they have not applied for transfers.

(b) I. The officers who are serving in the posts of President and Vice President of National College of Education, and Principal of Teacher Training College who have served for a minimum of 05 years in their posts of formal appointment are eligible to apply for a transfer.

II. The other officers in the Sri Lanka Teacher Educators' Service not referred under the above 2.1 (b) 1 who have completed a minimum service period of 02 years in a National College of Education, Teachers' Training College, and Teachers' Center are eligible to apply for a transfer.

**2.2 Officers who are not subjected to Annual Transfers**

(a) The officers who are over 55 years of age are not generally transferred out of the Province unless it is a request made by the officer or owing to other specific reasons (Discipline and exigencies of service). However, they are subjected to transfers within the province in accordance with the exigencies of the service. Nevertheless, these officers may get transfers out of the province due to

disciplinary grounds or exigencies of service or in view of the progress of the teacher trainees.

- (c) The officers who are over 58 years of age by the 1<sup>st</sup> of January of the effective year of annual transfers will not be transferred within the Province unless a request is made by the officer.

### 3. Composition of the Annual Transfer Board

- (I) Additional Secretary (Education Services Establishments) – President
- (II) Chief Commissioner (Teacher Education) – Member
- (III) Assistant Secretary (Teacher Educators' Service) – Member
- (IV) A representative nominated by every Teacher Educators' Trade Union which represents 15% of officers.

### 4. Committee for Reviewing Annual Transfer Proposals

A Committees for Reviewing Annual Transfer Proposals should be established for reviewing the appeals made in relation to the transfer decisions and the following matters will be inquired and decisions will be given accordingly.

- (I) Transfers made in contrast to this policy of transfers.
- (II) Transfers made in contrary to the requests made by officers (1,2,3,4,5 stated in the application will be considered as the preferential order of places of work)
- (III) Requests made by the officers with the recommendation of the Head of the Department on merciful grounds such as accidents, difficulties and ailments or any other accepted condition occurred after the date of applying for transfers.

#### 4.1 Composition of the Committee for Reviewing Annual Transfer Proposals

- (I) Secretary of the Ministry of Education - President
- (II) Senior Assistant Secretary (Education Services Establishment)
- (III) Chief Commissioner (Teacher Education)

### 5. General conditions considered in executing the annual transfers

- 5.1. In executing the annual transfers, service period is reckoned as at 31<sup>st</sup> December of the previous year.
- 5.2. In applying for transfers, an application for transfer should be submitted in the specified format (Annexure 01) mentioning five places according to the order of preference of the officer. Every possible attempt will be made to transfer the officer to the requested place of work, and in case of impossibility to give a transfer to the requested place of work, another suitable place of work will be provided to the officer as per the discretion of the Transfer Board.
- 5.3. Transfer Boards will make every attempt to allow wife and the husband to serve in the same area as per their request if both are employed in the public service.
- 5.4. The requests; made by an officer pertaining to transfers with recommendations of the Head of the Institution for acceptable reasons such as differently abled children, spouses suffering from long-term ailments or spouse living abroad, will be considered.

- 5.5 If President / Secretary / Treasurer and members of the Central Executive Committee of a parent Trade Union with a representation of 15% the Officers in the Sri Lanka Teacher Educators Service are transferred, they should be transferred to a place which does not hinder the activities of the Trade Union taking considering the recommendations made by the Secretary of the relevant Trade Union. All the Trade Unions who expect to obtain the concessions stipulated under Section 7 of the Chapter XXV of the Establishments Code should submit the details of the Office bearers of the Trade Union to the relevant Transfer Authority at least one month prior to the commencement of the functions of Transfer Boards in terms of the Section 5:17 of this document.
- 5.6 The subject taught by the Officer requesting a transfer and the recommendation provided by the Chief Commissioner (Teacher Education) in that respect should be taken into consideration.
- 5.7 The Officers who submit written evidences to the effect that their spouses were employed in Sri Lanka Police or in the three Forces and was disabled at the military operations in the North and East should be transferred only on the requests made by such officers. Also, priority should be given to the requests for transfers made by such officers.
- 5.8 In transferring officers on the recommendations made by the Transfer Boards, attention should always be paid to maintain the balance of the Juniority /seniority of the Staff of the National Colleges of Education/ Teachers' Centers / Teachers' Training Colleges. Further, the service period of these officers in National Colleges of Education/ Teachers' Centers / Teachers' Training Colleges should be considered.
- 5.9 When an officer taken under the Para 2.1 of the Annual Transfer Procedure has requested a transfer to another place of work, it is possible to transfer officers who have fulfilled requirements stipulated in the para 2.2 and with the highest period of service in the place of work to fulfill the request made by the officer.
- 5.10 A list of names of the Officers who have served more than 8 years in one place of work has to be completed accurately in the relevant Format (SLTES/A.T/02) and the list of Names should be sent to the Secretary of the Ministry of Education before 31<sup>st</sup> July of every year by the President of the relevant National College of Education/ Principal of the Teacher Training College / Manager of the Teachers' Center.
- 5.11. When the transfers are given to the officers who were formally appointed on the recommendations of an interview board to the posts of the President of National College of Education, Vice President of National College of Education, Principal of Teacher Training Colleges, only a Grade 01 officer of the Sri Lanka Teacher Educators' Service formally appointed to an above post should be his/her successor. After assuming the duties in the relevant post subsequent to the transfer, a letter appointing the said officer to the relevant post is issued by the Education Service Committee.
- (a) Only the officers selected by a formal interview for the said posts will be transferred as per the transfer procedure for the vacancies (Due to retirements or other reasons) in the said posts in relation to the appointments made according to the interview (An officer not selected by an interview is not transferred for such vacancy under the annual transfers)

- 5.12 Only the applications prepared in accordance with the specimen will be considered in respect of requesting transfers and making appeals.
- 5.13 The Head of the Institutions should be responsible for providing accurate and complete information with respect to every officer. If it is revealed that false or incomplete information have been sent, the relevant Head of the institution and the officers who have prepared and checked such list should be responsible for that matter, and the disciplinary actions will be taken against such officers.
- 5.14 The Heads of the relevant National Colleges of Education /institutions should take the responsibility of releasing the officers who have been transferred by the transfer boards to assume duties at the new place of work on the due date without making them stayed until the arrivals of their successors. The disciplinary action will be taken against the Heads of institutions who function in contrary to these requirements.
- 5.15 The salaries of the Officers who have received transfers (After considering appeals) are sent to the new workplaces of such officers and each Head of institution should hold the responsibility of paying salaries to officers who are retained without being released as per 5.14 above.
- 5.16 Heads of Departments should make arrangements to train other officers in advance in order to carry out the duties of the officers who may get transfers and to effect annual transfers on the due date. The requests made later on such matters will not be considered.
- 5.17 Only if the Head of the institution is of the view that a certain officer who may get a transfer should be retained in the institution for another year on the exigencies of the Service, the request of the Head of the institution should be forwarded to the Secretary of the Ministry of Education by explaining the requirement with the personal recommendation of the relevant Head of the Institution at the instance of submitting recommended applications. The Transfer Board will consider the request. Another opportunity will not be granted to an officer who has been so retained for one year.
- 5.18 The Provisions of Section II of the Procedural Rules (Volume No. 01) of Public Service Commission are applicable in effecting the transfer orders.

## 6. Time table of the Annual Transfers

	Function	Date
1.	Establishment of Annual Transfer Boards	Before 01 <sup>st</sup> June 2023
2.	Issuance of Annual transfer Notices	Before 30 <sup>th</sup> June 2023
3.	Submission of completed annual transfer applications to the relevant Authority	Before 31 <sup>st</sup> July 2023
4.	Submission of the applications to the Transfer Board by the relevant authority	Before 15 <sup>th</sup> August 2023
5.	Submission of transfer proposals of the Annual Transfer Board to the relevant Authority in writing	Before 31 <sup>st</sup> August 2023
6.	Issuance of notices regarding the proposed transfers and the appointment of the Committee for Reviewing Annual Transfer Proposals	Before 15 <sup>th</sup> September 2023



7.	The closing date of accepting appeals for the Committees for reviewing Annual Transfer proposals	Before 30 <sup>th</sup> September 2023
8.	Submission of the written recommendations of the Committee for Reviewing Annual Transfer Proposals pertaining to the proposed annual transfers to the relevant authority.	Before 15 <sup>th</sup> October 2023
9.	Issuance of the final annual transfer orders	Before 01 <sup>st</sup> November 2023
10.	Enforcement of the annual transfer orders	Before 01 <sup>st</sup> January 2024

#### 7. Particulars regarding the submission of appeals against the Annual Transfer Orders

- 7.1 If a certain Public Officer submits an appeal to the Public Service Commission against an order issued by the Committee for Reviewing Annual Transfer Proposals, the appeal should be submitted only as per the Form 03. Further, he /she should make arrangements to submit certified copies of the documents in relation to the matters to be substantiated.
- 7.2 The Head of the relevant Department and the Secretary of the Ministry in charge of the Subject should be responsible to submit the appeal given by an officer to be referred to the Commission with all the related files, documents and reports etc.. and with their observations and recommendations as per the annexure 04 within 15 days after receiving the appeal. However, appeals in relation to the annual transfers stipulated in Chapter XVIII of the Procedural Rules of the Public Service Commission should be submitted to the Public Service Commission along with the relevant files, documents, reports, observations and recommendations before the 15<sup>th</sup> of November.

#### 8. Responsibility of the Officers

- 8.1 Officers who are subjected to transfers in a certain year should submit transfer applications. Even if they do not submit transfer applications, such officers are subjected to annual transfers under the provisions of this circular.
- 8.2 All the officers who have received a transfer order are bound to report for duty in the new place of work.
9. Provisions stipulated in Section 257 of the Procedural Rules of the Public Service Commission published in the Gazette (Extra- ordinary) No. 2310/29 dated 14.12.2022 are effective pertaining to the execution of the annual transfers.

Issued on the approval of the Public Service Commission



**M.N. Ranasinghe**  
Secretary  
Ministry of Education



**Application for the Annual Transfers of the Sri Lanka Teacher Educators' Service**

Designation and Class		For office Use	
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**A. Personal Information**

1. Officer's Name in Full : .....
2. Name with Initials : .....
3. Name with Initials :  
(In English) : .....
4. Date of Birth : .....
5. Age (As at 01.01.2023) : Year ..... Months ..... Days .....
6. National identity Card No. : .....
7. Sex : .....
8. Permanent Address : .....
9. Temporary Address : .....
10. Personal Telephone Number: .....
11. Civil Status: .....
12. If married,
  - 12.1 Name of the Spouse: .....
  - 12.2 Occupation and the Place of Work: .....
  - 12.3 Particulars regarding children

Serial No.	Age	School and Grade

**B. Information of the service**

13. Current Place of Work : .....
14. Address of the Place of Work: .....
15. Official Telephone No. : .....
16. Current Designation : .....
17. Number and Date of the Appointment Letter: .....

18. Subject and Medium of the Appointment: .....
19. Have you been confirmed in the service?: .....
20. Province where the place of work is situated: .....
21. Date of reporting to the current place of work: .....
22. Period of service at the current place of work: Years ..... Months ..... Days .....  
(As at 31.12.2022)

23. Previous Places of work

Serial No.	Place of work	From	To	Duration	
				Years	Months

24. Medium of the Appointment: .....
25. Subject field as per the Letter of Appointment: .....
26. Subject field you are currently responsible for:.....  
.....  
.....

**C. Information pertaining to requesting Annual Transfers**

27. How long have you been serving in the current place of work before requesting this transfer?  
: .....

28. Reasons for requesting a transfer:

.....

.....

.....

.....

.....

.....

(If the request is made on the medical grounds, it should be substantiated with the medical reports.)

29. Special reasons, if any: .....



30. Service stations to which the transfer is requested:

1. ....
2. ....
3. ....
4. ....
5. ....

31. I certify that the above information is true and correct.

Date: .....

.....  
Signature of the applicant

**D. Recommendation of the President of the College of Education / Zonal Director of Education**

The request for the transfer of the above-named officer is recommended with a successor /without a successor / on the basis of providing a successor later

.....

Date

.....

Signature  
Official Stamp

**E. Recommendation of the Chief Commissioner (Teacher Education) or the recommendation of the Director of Education (Teacher Education Administration) for Teachers' Training Colleges / Teachers' Centres.**

The request for the transfer of the above-named officer is recommended with a successor /without a successor / on the basis of providing a successor later

.....

Date

.....

Signature  
Official Stamp



**Appeals on Annual Transfers of the Sri Lanka Teacher Educators' Service - Form No. 02**  
**Application for Appeals on Annual Transfers 2023**

**(a) Application should be filled by the officer.**

**01. The Officer's**

- 1.1. Name with initials:.....
- 1.2 Post and Grade :- .....
- 1.3 Date of first appointment in the Sri Lanka Teacher Educators' Service .....
- 1.4 Date of assuming duties according to the said date of appointment.....
- 1.5 Subject and Medium of appointment: .....
- 1.6 Residence Address:-.....
- 1.7 Date of Birth:- .....

**02. The Officer's**

- 2.1 Current place of work:- .....
- 2.2. Date of reporting for duty of the said place of work: - .....
- 2.3 Particulars on the service stations and periods from the date of first appointment

Serial No.	Period of service		Service station
	From	To	
01			
02			
03			
04			

**03. Particulars on Transfers**

- 3.1. Service station to which the officer has been transferred: -.....
- 3.2. Service station requested by the appeal: -.....
- 3.3. Reasons for making an appeal: -.....
- .....
- .....

Date .....

.....

Signature of the officer

**(b) Recommendation of the President of the College of Education/ Zonal Director of Education**

The appeal submitted in relation to the transfer of the above-named officer is recommended/ not recommended.

.....  
Date

.....  
Signature  
Official Stamp

**(c) Recommendation of the Chief Commissioner (Teacher Education) or the recommendation of the Director of Education (Teacher Education Administration) for Teachers' Training Colleges / Teachers' Centres**

The appeal submitted in relation to the transfer of the above-named officer is recommended/ not recommended.

.....  
Date

.....  
Signature  
Official Stamp

**Appeals pertaining to the Annual Transfers of the S.L.T.E.S. - Form No. 03**

**Submission of appeals to Public Service Commission in relation to the Annual Transfer Decisions 2023 - Information of the Appellant**

**a. Personal information**

01. Name with initials :-			
02. Post and Grade			
03. Birthday :-	04. Age :- (As at 01.01.2023)	05. National Identity Card No. :-	06. Sex :-
07. Permanent Address :-	08. Temporary Address :-	09. Telephone Number Official :- Private :-	
10. Civil Status	11. Name of the spouse :-	12. Occupation and the place of work of the spouse :-	
13. Number of children :-	14. Their ages :-	15. Schools attending :-	

**b. Particulars on the service**

16. Date of appointment to the current post :-					
17. Current service station :-		18. City that the service station is situated :-			
19. Date of reporting for duty at the current service station:-		20. Period of service in the current service station :- (As at 31.12.2022) Years..... Months..... Days.....			
21. Have you served in a popular service station/s that you received benefits					
22. Previous service stations in the public service	Service station		Popular service station / Not a popular service station	Period of service	
	1			From	To
	2				
	3				
	4				
	5				
	6				



c. Information on requesting transfers (Mark ✓ in the relevant cage)

23	Have you applied for annual transfers?	Yes		If applied for transfers, service stations applied for 1. 2. 3. 4. 5.
		No		
Mention the Service station to which you have been transferred				

24. Number of officers involved in the transfer circle .....

25. Have you applied for the committee for reviewing transfers	Yes	
	No	

26. Information on the request made to the Review Committee

Cancellation of transfers		If applied for the revision of the transfer, service stations applied for 01 ..... 02 ..... 03 .....
Revision of a transfer		
For obtaining a new transfer		

27. Decision of the Committee for reviewing transfers

28. Reasons for making an appeal to the Public Services Commission against the decision of the committee for reviewing transfers.

1. ....
2. ....
3. ....

29. Certified copies of the written evidence to prove the above reasons are attached as following annexes.

Annex (01) .....  
Annex (02) .....  
Annex (03) .....

30. Reliefs sought

1. ....
2. ....
3. ....

I certify that the abovementioned information is true and accurate

.....  
Date

.....  
Signature

**c. Recommendations of the Head of the Ministry/ Department**

I hereby certify that the above particulars submitted by the officer are accurate in accordance with his/ her personal file. I recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2023. I do not recommend it due to the reasons below.

- I. ....  
II. ....  
III. ....

.....  
Date

.....  
Signature

**d. Recommendations of the Transfer Authority**

I. Number of officers who are involved in the transfer circle: .....

II. Recommendation on the appeal: .....  
.....

.....  
Date

.....  
Signature



**Appeals on the Transfers of the Officers in the S.L.T.E.S. – Form No. 04**

**Submission of Appeals to the Public Service Commission pertaining to the Annual Transfer Decisions – Information regarding the Successor**

- I. Name and Designation of the appellant: .....
- II. Information regarding the Successor in relation to the Appellant:

**a. Personal information**

01. Name with Initials: -			
02. Designation and Grade: -			
03. Date of Birth: -	04. Age: - (As at 01.01.2023)	05. National Identity Card No: -	06. Sex: -
07. Permanent Address: -	08. Temporary Address: -	09. Telephone No: - Office: - Private: -	
10. Civil Status	11. Name of the Spouse: -	12. Occupation and the Place of Work of the Spouse:-	
13. No. of Children: -	14. Their Ages: -	15. Schools attending: -	

**b. Information of the Service**

16. Date of Appointing to the Post: -					
17. Current Place of work: -		18. City where the Place of work is located: -			
19. Date of reporting for duty at the current Place of Work: -		20. Period of Service at the Current Place of Work (As at 31.12.2022) Years.....Months.....Days.....			
21. Have you served in a popular service station/s that you received benefits					
22. Previous places of Work in the Public Service	Place of Work		Popular Place of Work / Not a Popular Place of Work	Period of Service	
	1			From	To
	2				
	3				
	4				
	5				
	6				

c. Information pertaining to the request for transfers (Put ✓ mark in the relevant cage.)

23	Whether applied for an Annual transfer	Yes		If you have requested for a revision of the transfer, the places of work thus applied. 1. 2. 3.
		No		
The Place of Work, if you have been transferred				

24. Whether appeal is forwarded to the Committee for Reviewing Annual Transfers	Yes	
	No	

25. Request made to the Committee for Reviewing Annual transfer

Cancellation of the Transfer		Places of Work to which the transfer should be revised/ a new transfer should be given 01 ..... 02 ..... 03 .....
Revision		
Obtaining a new transfer		

26. Decision of the Committee for Reviewing Annual transfers

27. Whether an appeal has been submitted to the Public Service Commission.

28. Recommendations of the Secretary of the Ministry of Education pertaining to the implementation of the transfer cycle without causing prejudice to the successor if the request of the appellant is fulfilled.

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.....

.....

.....

I do declare that all the particulars mentioned above are true and accurate.

Date .....

.....  
Signature



List of officers who worked more than 08 years in the present place of works

[illegible]

